

Policy Statement Regarding the Executive Dining Area

The following are policy decisions regarding the purpose for and use of the Executive Dining Room:

a. **JUSTIFICATION.** The Executive Dining Room was established to provide:

1. A dining area where senior officers may conduct business under secure conditions, and
2. A secure facility available for Agency-related but privately sponsored (semiofficial) parties and dinners.

b. **MEMBERS.** All supergrade employees of CIA are eligible to become members of the Executive Dining Room. In addition, employees at the GS-15 level may be invited to join, for operational reasons, when specifically sponsored by a supergrade employee having supervisory responsibilities over the employee concerned.

c. **FUNDING**

1. Each member of the Executive Dining Room will be required to invest a \$10.00 share in the venture. This money will be returned upon termination of a member's association with the activity.

2. All services provided will be made available in accordance with an approved schedule of prices.

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d. FACILITIES

1. In addition to the normal noontime meal, the Executive Dining Room is available for semiofficial, privately sponsored cocktail parties for not more than 125 persons.

2. Alcoholic beverages may be served upon request during any party held during nonduty hours. Drinks will be prepared in the kitchen and served by a waiter. Alcoholic beverages may not be paid for on an individual drink basis but must be included as part of a "package" rate per guest.

e. GENERAL

1. Private parties must be approved by the Chief, LSD. A formal written request, giving full particulars, will be required in each instance.

2. Charges for private parties will include a surcharge to pay for labor and other administrative overhead.

3. Party arrangements will be made with the Chief, LSD following approval. The Chief, LSD is responsible for advising the DDS and the Chief, Physical Security Division, OS, in advance of any party scheduled.

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2 f. SECURITY

1. The sponsor of any party which includes non-Agency personnel, foreign nationalists, or staff agents will prepare a list of all invitees and furnish a copy of the list to the Director of Security, the Chief, CI Staff, and the Chief, Central Cover Staff for approval. When staff agents are among the list of invitees, a list will also be furnished to the sponsor of the staff agent for his concurrence. Lists should be submitted at least one week prior to the date of the function.

2. The sponsor for the party is responsible for making arrangements with the Office of Security for the badging of non-Agency personnel. This will insure that badges are available prior to guests arrival.

3. The sponsor of the guest(s) is responsible for their escort while in the building.

g. USE OF THE DCI DINING ROOM

1. Deputy Directors may arrange semiofficial parties in the DCI Dining Room when that facility is not scheduled for use by the DCI.

2. The DCI Dining Room provides space for cocktail parties of up to 25 persons and for sit down meals of up to 12 persons.

3. Approval for use of the DCI Dining Room must be obtained

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from the Administrative Officer, Office of the DCI. The general provisions governing private parties held in the Executive Dining Room will apply to the use of the DCI Dining Room as well.

h. Special Functions to be Hosted by the DCI or DDCI

1. The component arranging a special function may request the DCI or DDCI to host the function by telephoning the Office of the DCI or DDCI as appropriate. They should state the purpose, suggested time and place of the function.

2. After receiving an acceptance from the DCI or DDCI to host the function, the following information should be submitted in writing to the host's secretary:

- a. Proposed guest list;
- b. Suggested seating arrangement;
- c. Biographic information on all non-CIA guests not well known to the host;
- d. When appropriate, spell out recommended amities and toasts. If a gift presentation is involved, present all pertinent facts.

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3. The component arranging the function should make the necessary security escort arrangements except for the DCI or DDCI.

1. Use of the Executive Dining Room for Official Entertainment

1. Agency employees are encouraged to use the Executive Dining Room for official entertainment when operationally feasible. Arrangements and reservations may be made with the Executive Dining Room office, extension

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2. Entertainment of Government Employees

The expense for official entertainment of Government employees exclusively is ordinarily not reimbursable. In exceptional cases Agency officials may be reimbursed for such entertainment with the prior approval of the Director, Deputy Director, or Executive Director. When such approval has been obtained, the host or arranging office shall inform the Executive Dining Room office, which will arrange for reimbursement for the non-Agency guests unless the host requests otherwise. Agency employees will be billed for their own meals.

3. Entertainment of Non-Government Personnel

When appropriate authority has approved official entertainment of a group which includes non-Governmental personnel, the host will be billed for all non-Agency guests and may claim reimbursement in the normal manner from the

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Office of Finance. Unless the host requests otherwise, Agency employees will be billed separately and directly for their own meals.

4. The above policy pertains only to official entertainment in the Executive Dining Room. Operational entertainment in general is covered in Chapter IX.

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j. Billing Policy

1. As the Dining Room Officer has no way of determining whether or not any function is official, the billing is handled as instructed by the host. The host is responsible for payment of the bill unless previous arrangements have been made with the DCI, DDCI, or Executive Director for the cost or portion thereof to be absorbed by the Dining Room Fund. The billing for a regular luncheon function is handled by this method in the absence of any specific instructions. Agency employees when acting as hosts, regardless of whether or not they are members of the Dining Room, are billed directly by the Dining Room Officer. The only exception to the billing policy stated above is when a single official luncheon consists of three or less nonagency guests, in which case charges for their meals are absorbed by the Dining Room Fund.

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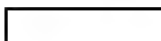
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2. The amount of the bill for luncheon parties where special foods were not requested is determined by using the standard prices published in the weekly menu. In addition, the Dining Room Officer uses a standard charge of 50¢ per drink and \$1.35 per breakfast -- these charges are not published. The bill for any other function is determined by adding the cost of the food and drinks plus a 20% service charge to cover undeterminable costs; i.e., laundry, spices, etc., and pre-rating this total figure among those in attendance.

3. The overtime worked by the Dining Room Staff is charged to the DCI Cost Center and not to the official function.

4. That no official guests be carried by the Executive Dining Room Fund.

5. That reimbursement of expenditures for special operational functions involving non-U.S. Government individuals be accomplished as follows: The host of the special operational function shall be billed for the entire cost of the function, and he in turn can apply for reimbursement through routine administrative channels within his component as set forth in



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6. Although entertainment of U.S. Government employees can be approved under special or extraordinary circumstances, reimbursement for the exclusive entertainment of U.S. Government employees will normally not be allowed. The costs for the exclusive entertainment of U.S. Government employees shall be billed to the host unless prior approval for this entertainment has been obtained from either the DCI, DDCI or the Executive Director. The cost of entertaining U.S. Government employees in the Executive Dining Rooms which has been approved by the DCI, DDCI or Executive Director will be paid from the Director's imprest fund.

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